

EMPLOYEE DISCOUNT PROGRAM

Guidance and Frequently Asked Questions

The Department Administrative Services, Human Resources Enterprise (DAS-HRE) administers the agreement between the State of Iowa and PerkSpot for the Employee Discount Program (EDP). PerkSpot specializes in providing member discount programs that offer substantial savings on popular goods and services. The State does not subsidize PerkSpot, nor does PerkSpot offer any rebates to the State.

One of the main goals of the Employee Discount Program is to list, for state employees, appropriate discounts offered by merchants. Employee discount information is accessed from a PerkSpot link on the employee benefits Web site. The EDP Web page lists available discounts from approved merchants, regardless of size, location, or the existence of an official business contract with the State of Iowa. Generally, the employee discount program does not solicit merchant participation. All discount proposals originate from referrals by state employees or by direct contact from a merchant.

The Employee Discount Program Web site simply provides a place for appropriate merchants to offer discounts to state employees. PerkSpot conducts a brief initial screening for all new discounts, which may include a visual check on the discount Web site or discount information document, a Better Business Bureau search, and verification of the appropriateness of the discount products or services. The employee discount program [Web site](#) and any related announcements clearly caution that these discounts are not necessarily the best deal available. The EDP does not negotiate discounts; therefore, as an informed consumer, each employee should research and compare prices, levels of service, or any certification or licensing requirements before making any purchase or signing any agreement or contract. The State of Iowa and PerkSpot do not endorse any merchant and assume no obligation or responsibility for any arrangements made between the employee and the merchant.

EMPLOYEE ELIGIBILITY

Generally, all state employees, regardless of branch of government or status (permanent, full-time, part-time, temporary, retired, etc.) are eligible for these discounts (the merchant has the authority to decide if any exclusions apply). Some merchants may require employment verification, which may consist of a pay stub or state identification, for eligibility determination.

USE OF STATE COMPUTERS

Employees must comply with their department's policies regarding the use of computers and the internet. Any use of state equipment to enroll in the EDP should be done on non-work time.

DEPARTMENT ROLE

These innovative options are intended to enhance the benefits of state employment and are generally extremely valuable to employees; however, each department may decide how and if it chooses to pass the information along to employees. The Employee Discount Program will send announcements of new or updated discount offers to each department Personnel Assistant.

At that point, each department has three options. The department can decide to:

- forward the message (in some form) to its employees
- post the information where employees have access (an Intranet Web site, newsletter, etc.), or
- choose to do nothing.

Each is acceptable; however, because these discounts can be very valuable and popular with employees, it is recommended that employees be notified in some manner. At all times, the EDP Web site contains the most current discount information and program policy. It is recommended that departments notify employees that the Web site exists and should be referenced for any questions relating to employee discounts. If a department has an Intranet (Web site for employees only), it is recommended to simply have a link to the EDP Web page.

FREQUENTLY ASKED QUESTIONS

Q – I know there was a discount for a particular merchant a few months back, but now I cannot find the information on the Web site. How do I get the discount?

A – The Web site contains all current employee discounts. If a particular merchant or discount is not listed, it has expired or been removed. Some discount offers are for a limited time, and generally no contracts exist between the merchant and the State of Iowa or PerkSpot, so a discount offer may be discontinued at any time.

Q – Can I suggest a discount?

A – The Employee Discount Program not only welcomes suggestions, ideas, and referrals, but also relies upon them. Remember, the EDP does not actively contact or solicit discount offers, so the addition of new and exciting discounts relies heavily on employee referrals. For best results, employees should refer a specific business, not general types of discounts, to the EDP Web site. For example, referring a specific dry cleaning merchant is better than submitting a comment that dry cleaning discounts should be added. It is preferred that all merchants are referred directly to the EDP Web site (www.perkspot.com), where an online application may be submitted.

Q – Why are no discounts available on a particular item in my area?

A – Generally, all employee discounts are available to all employees, regardless of branch of government or geographical location (in some instances the merchant may have exclusions to a discount offer). However, it is understood that certain discounts may not offer the same real value to all employees. For example, a discount for a health club located only in the Des Moines area may not provide a real advantage to employees in other areas of the state. It is recommended that employees refer any specific discount information for any merchant, in any part of the state, to the EDP Web site. No merchant will be turned away because of location or size.

Q – The price a discount merchant quoted me was more than or equal to regular customers who are not eligible for a discount. I thought I was supposed to save money?

A – The EDP does not guarantee or negotiate discounts. Employees should always research and compare prices and level of service before making any purchase. Remember, the State of Iowa and PerkSpot do not endorse any of the discount merchants and assume no responsibility for any purchases or contracts between the merchant and employee. Also, be sure that the discount merchant is aware that you are a State of Iowa employee and eligible for a discount. If the employee discount Web site shows a specific price or discount, let the merchant know. If an employee is being denied a discount that is listed on the employee discount Web site (for example, the merchant is asking for an account number and nothing is listed on the Web site), you may contact the PerkSpot for assistance. Finally, if in fact the discount is no discount at all, please notify PerkSpot. Merchants that are not offering a real discount may be removed from the employee discount program.

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